

Yorke Mead Primary School
Charging and Remissions Policy

February 2018



Our School Vision Statement
BRINGING LEARNING to LIFE

We are a school dedicated to creating an environment where children are able to grow into happy, well-rounded individuals with a love of learning through which they can achieve to the best of their abilities.

We want our pupils to enter the wider world as

- o Happy, positive individuals*
- o Responsible citizens who make a positive contribution*
- o Confident, resilient, healthy & life-long learners.*

DARE TO...

D - Determination

A - Ambition

R - Resilience

E – Enjoyment

T - Trust

O - Openness

Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Main ECM outcome: Enjoy and achieve

What was consulted?

The policy has been informed by *the Governors Handbook* and "Charging for School Activities" (October 2014), *The Charges for Music Tuition (England) Regulations 2007* and the *Data Protection Act 1998*.

Relationship to other school policies

The policy complements the school's Equality Scheme, Curriculum policy, Educational Visits policy, the Teaching and Learning policy, Freedom of Information Publication Scheme.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies:

1. No charges will be made for

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided on any trip that takes place during school hours
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip.

2. Activities for which charges may be made

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges may be made for any materials, books, instruments or equipment where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay	Remission for Category A/B
Residential Trips – Board & Lodging (Parental Choice)	The charge will not exceed the actual cost	Remission for category A /B
Music Tuition (Parental Choice)	Provided by Herts Music Services and Rock and Pop Foundation	Herts Music Services operates a remissions policy in certain circumstances by arrangement;

		Rock and Pop offer no remission of fees.
School Meals (Parental Choice – a home packed lunch can be brought in as an alternative)	Provided by Herts Catering Ltd	All Pupils in Reception and KS1 are entitled to Free school meals. KS2 – Remission for Category A/B
Fruit and Veg Scheme (Parental Choice)	The charge will not exceed the actual cost	All pupils in Foundation and KS1 have a piece of fruit free of charge. KS2 – No remission available
School Milk. (Parental Choice)	The charge will not exceed the actual cost	Children under 5 – Free of charge Children over 5 – Remission for Category A/B
Cycle Training – Y4,5 and 6 (Parental Choice)	Paid for service provided by Hertfordshire Cycling	Remission Category B
Breakfast Club (Parental Choice)	The charge will not exceed the actual cost	Breakfast club is available on a first come first served basis. Payment to be made in advance Remission Category B
Nursery 30 hours provision – for those parents not eligible for the 30 hours free childcare, we can accommodate children for additional hours. Payment is required for the extra provision.	The charge will not exceed the actual cost	Additional hours available to parents eligible for 30 hours scheme. For those not eligible, payment to be made in advance

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances (please refer to table above). This

remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

Category A

Parents in receipt of:

- Universal Credit in prescribed circumstances (government plan to do this when UC is fully rolled out)
- Income Support
- Income-based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed element of State Pension Credit
- An income related employment and support allowance that was introduced on 27th October 2008

Category B

Discretion of the Headteacher under exceptional circumstances.

4. Voluntary contributions

Where a charge may not legally be made, and it is not possible to provide these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. If this is the case then no child will be discriminated against in the event that parents do not contribute. However, the Headteacher reserves the right to cancel the trip should the overall cost to the school be in excess of that deemed reasonable: this will be implicit in all letters requesting voluntary contributions.

5. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- School will endeavour to ensure visits will not exceed a voluntary contribution of £20 (with the exception of residential trips)
- The school will always try to give parents at least a month's notice of a school trip requesting a voluntary contribution of no more than £20
- Year 5 and Year 6 are given the opportunity to take part in one residential trip. This usually takes place in the autumn term. Details of these trips are communicated a year in advance.
- We have established a system for parents to pay in instalments for the high cost residential trips.

6. After school activities

Yorke Mead Primary School offers numerous after school activities, led by our teaching and support staff, free of charge. However, there are also a few specialised sports coaches from outside companies who offer clubs at a chargeable rate.

7. Community Facilities

Yorke Mead charges for the use of the school grounds and buildings by the local community. The Yorke Mead Lettings Policy sets out the costs and terms and conditions.

Arrangements for monitoring and evaluation

The Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Subject Access Requests

Personal data is held by the school and released only in accordance with the Data Protection Act 1998. A child, parent or school employee may make a subject access request in relation to their own, or their child's personal data. A charge may be made for this information up to the maximum of £10 to cover the cost of supplying the information. The requester will be informed in advance before the information is released.